

BENEFITS NEWS

An Information Publication for State of California Employees

Pre-Tax Parking Reimbursement Account Program

Do you pay a private vendor to park in a non-State controlled/leased parking lot? Do you want to reduce the amount that you pay for your parking space?

If you answered yes, the Department of Personnel Administration's (DPA) Pre-tax Parking Reimbursement Account Program may be the right choice for you!

What is the Pre-tax Parking Reimbursement Account Program?

The Pre-tax Parking Reimbursement Account Program allows you to pay for work-related parking fees with pre-tax dollars.

What is "Qualified Parking?"

1. Parking at/near your worksite; or
2. Parking at/near a location from which you commute to work using various forms of transportation (carpool, vanpool, parking lot for mass transportation).

Parking at your place of residence **is not** considered "qualified parking."

How does the Program work?

When you enroll, you specify the amount that you want deducted from your pay check per month. The Internal Revenue Service (IRS) currently allows you to deduct the **actual cost of your monthly parking** up to \$220. These tax-free dollars are held in a "reimbursement account." After you incur qualified parking expenses you submit claims (reimbursement requests) to the third-party administrator and a reimbursement check will be issued from your account.

How Do I Enroll?

You can find the Pre-tax Parking Reimbursement Account Enrollment form (DPA 682) at www.dpa.ca.gov – (click on Forms under Quick Links).

Complete sections 1-6 and submit the form to your personnel office. Payroll deductions will start in the current pay period if your form is received and processed by the State Controller's Office by the 10th of the month.

You can enroll, change, or cancel at anytime. It is important to remember that your payroll deduction will continue until you submit a DPA 682 to your personnel office requesting a change or cancellation.

How do I file a claim for reimbursement?

To receive reimbursement you must:

1. Pay your parking vendor.
2. Submit a legible receipt from the vendor reflecting the month of service and the amount paid with the completed Reimbursable Account Claim Form (DPA 681) to the address shown on the form.

You can find the DPA 681 at www.dpa.ca.gov (click on Forms under Quick Links).

You can begin submitting claim forms for the month following your first deduction. Reimbursement claim forms are reviewed for accuracy and reimbursement checks are issued.

Who is eligible to participate?

You're eligible to enroll in the Pre-tax Parking Reimbursement Account Program if you are an active State employee and you do not already park in a State-owned or leased parking facility. For questions about eligibility, please check with your personnel office.

What is the advantage of participating in the Pre-tax Parking Reimbursement Account Program?

As mentioned earlier, the money deducted from your pay warrant will be on a pre-tax basis. Depending on your tax bracket, your savings on your monthly parking costs may be in the range of 20-30 percent. So, if your out-of-pocket parking costs are \$100 a month, by participating in the Program your actual parking costs will be in the range of \$70-\$80.

Are there any disadvantages?

The IRS does not allow for refunds if you have a balance left in your account when your participation in the pre-tax parking ends. You have a specified period of time in which to submit claims otherwise, you will forfeit your remaining funds. Only in certain specific circumstances are refunds allowed, i.e., the death of the participant or an illness/injury which prevents the participant from using their parking services. Refund requests are reviewed on a case-by-case basis.

For more information:

Visit DPA's Website at www.dpa.ca.gov (click the "Benefits" tab, then "More," and look for "Pre-Tax Parking Reimbursement Account Program" under "Work, Home, and Family") or speak to a representative from your personnel office.



For More Information

DPA Benefits Division
(916) 322-0300

Dental Program
(916) 324-0866

Drug Testing Program
(916) 324-9386

**Employee Assistance Program
MHN (Managed Health Network)**
1-866-327-4762

FlexElect Program
(916) 327-6429

**Group Legal Services Plan
ARAG Group**
1-866-762-0972

Group Term Life Insurance Plan
(916) 324-0533

Health Promotion Program
(916) 324-9398

**Long-Term Disability Insurance
Plan**
(916) 324-0533

Merit Award Program
(916) 324-0522

Pre-Tax Parking
(916) 324-0526

Rural Health Care Program
(916) 327-1439

Savings Plus Program
1-866-566-4777
www.sppforu.com

SDI/FMLA
(916) 323-3343

State-Owned Housing Program
(916) 327-1438

**Travel & Relocation and
Vanpool Programs**
(916) 324-0526

Vision Service Plan
1-800-877-7195

**Workers' Compensation
Program**
(916) 445-9760

DPA Fax Numbers

Benefits Division
(916) 322-3769

Savings Plus Program
(916) 327-1885

Internet Address

www.dpa.ca.gov